

JOB DESCRIPTION AND PERSON SPECIFICATION:

Assistant Practice Manager – Planning, Environment and Property Law

Closing date:	Wednesday, 6 December 2023 at 12:00pm (noon)
Contract:	Full time (42.5 hours per week) and permanent
Salary:	£30,000 plus benefits
Location:	London
Interview Date:	Tuesday 12th and Wednesday 13th December (please keep free)
Start Date:	ASAP and depending upon notice period

The Organisation: 39 Essex Chambers

39 Essex Chambers is a leading barristers' chambers with offices in London, Singapore and Kuala Lumpur. Chambers is made up of 161 barristers, of whom 56 are King's Counsel, along with a staff team of 51.

Our barristers work in a wide range of sectors and practice areas of law, specialising in Commercial, Construction, Civil Liability, Sport, Planning, Environment, Property and Planning, Environment and Property Law. We work throughout the UK and internationally.

In all of our work we aim to provide an excellent, efficient service to all of our clients, giving sound practical advice and explaining legal issues in clear terms. We are friendly, approachable and work as a team with our clients and their other professional advisers. Our barristers and staff are committed to equality and fairness in all aspects of their work and to ensuring everyone we deal with is treated with dignity and respect.

The Role: Assistant Practice Manager – Planning, Environment and Property Law

Reporting to a Senior Practice Manager, you will provide a full range of practice management and administrative support including diary and fee management.

This is a fabulous opportunity for someone wanting to advance or pursue a practice management career. You may have previous experience in a barristers' chambers or other professional services environment, or be a bright graduate looking to start your career. Joining a friendly and experienced team, you will be well supported with excellent opportunities for development and advancement.

Key Responsibilities:

- Diary and Practice Management
- Fees and Financial Management
- General Support

Diary and Practice Management:

- To assist the Senior Practice Manager and Practice Manager with the diary and practice management of the members of the team, including recording instructions, creating new cases and new contacts, and maintaining all existing records.
- Communicating with instructing solicitors and clients by telephone, fax, email or in person in a professional and timely manner relating to all aspects of work for Counsel.
- All aspects of diary work, including fixing hearings, conferences and advising Solicitor's / Counsel's availability.
- Allocating new work in accordance with Chambers' procedures and standards, and under the direction of the Senior Practice Manager and Practice Manager.
- Liaising with the tribunals, courts and other bodies, including lodging documents at court.
- Fixing court hearing dates.
- Assisting the Practice Assistants when required in tasks such as court runs, bundling, general printing.
- Maintaining high levels of client service and administrative standards generally.

Fees and Financial Management:

- Agreeing fees for advisory work, inquiries and hearings (written advisory work, consultations and brief fees), under the supervision of the Senior Practice Manager and Practice Manager.
- Recording fees for work done, processing outstanding fees and billing where appropriate.
- Confirming in writing, where necessary, all agreements made on fees for work done, or estimates for work to be done.
- Chasing outstanding fees (when credit control encountered with specific clients).

General Support

- Participating in the business development and marketing of Chambers, including assisting the Marketing Team in the administration and delivery of practice team events.
- Attendance at Chambers' and clients' functions as required.
- Assistance in other areas of Chambers' practice.
- Administrative support for the Senior Practice Management team.
- Reporting any errors, problems or mistakes which may give cause for concern or complaint by, or on behalf of, any barrister or client.
- Contribute to and help build a strong team with good relationships and high levels of communication.
- Play an active role in team and staff meetings.

Key relationships:

- Barristers and other practice managers in the team.
- External clients.

The Candidate (Person Specification)

We are looking for a candidate who has the following:

1. Excellent communication skills (verbal and written) and good numeracy skills.
2. Ability to multi task and operate within a fast-paced and demanding environment.
3. A confident and positive attitude.
4. Ability to work on own initiative as well as part of a team.
5. Good IT skills, including Microsoft Office.
6. Demonstrable interest in the practice areas covered by our Planning, Environment and Property Law team.
7. Preferably 3 A-level qualifications equivalent (A* to C desirable) or equivalent, or relevant degree standard qualification.
8. Previous experience in a barristers' chambers or other professional services environment (preferred).

The above person specification criteria, where appropriate, may be demonstrated through extra-curricular activities or voluntary work rather than formal employment.

Our London office is open Monday to Friday from 8:00am to 6:30pm.

Flexibility around working times, including being available to work outside usual office hours (mornings and evenings), is required. You will be required to work on a shift system basis between 8:00am and 6:30pm.

Although most of our team work a mix of in-office and home working, we are predominantly office based. We aim to be as flexible as we can, taking into account the role and the needs of the business as well as individual preferences and circumstances. Following a successful office-based probation period, this can be a hybrid role with the opportunity to work 80:20 (office: home) working.

What Chambers can offer:

- A full time and permanent role.
- A starting salary of c. £30,000, plus discretionary bonus scheme (post probation).
- 23 days' holiday increasing by 1 day each year to a maximum of 25 days, plus bank holidays.
- Following a successful probationary period, our discretionary benefits include access to our private medical scheme, ride to work scheme, private GP service, life assurance, Employee Assistance Programme, interest-free season ticket loan, discretionary bonus scheme, annual eye test along with additional paid annual leave including ½ day birthday leave, 2 days religious holidays leave, and 2 days annual slow travel leave.

- Chambers offers a group pension scheme paying 6% of salary into an individual's pension scheme where the employee contributes at least 3% of their salary. This is available after successful completion of a probationary period.
- A modern and spacious office space with showers, bike storage and games room.
- Our office is well situated. We are close to tube and overground stations, as well as Lincoln's Inn Fields (the largest public square in London).

How to Apply

Please send a completed application form along with the Equality & Diversity monitoring form to recruitment@39essex.com. Please ensure that you put '**Assistant Practice Manager PEP Application**' in the email subject heading.

CVs will not be accepted.

If you have any questions about the role, please contact Andrew.Poyser@39essex.com. For questions about the process, please contact recruitment@39essex.com.

Please see our [website](#) for general information about recruitment at 39 Essex Chambers.

The closing date for applications is Wednesday, 6 December 2023 at 12:00pm (noon). Applications received after this time will not be considered.

Please note:

- **Due to the number of applications received we will not be able to respond to every candidate individually. You will, however, receive an automatic reply to your email acknowledging receipt of your application.**
- **We will only consider applications from individuals who are eligible to work in the United Kingdom.**

"I have loved working here and the clerks' room is the best clerks' room I have worked in both in terms of the calibre of the staff and just how nice everyone is. It really is a wonderful place to work."

"I have never joined an organisation where so many people have welcomed me so warmly and made me feel at home, both at the Christmas Party and today. It was lovely to be thanked for attending the party."

"The staff team really make 39, I have never worked in a Chambers quite like it. I really enjoy work and I have made great friends. I would also like to say how friendly and accommodating the senior staff are – they are very approachable and supportive."

"I have been very happy at 39. It is a unique chambers – everyone is so nice, there is always someone to speak to, and it's great socially. There is no other set like it and it's really nice to work here."

"A very unique aspect of Chambers is the support for career development. Chambers cares about this and is very accommodating. It's something I've really appreciated. It also has a lovely culture that I've really enjoyed"

Equality, Diversity and Inclusion

We strive to be an equal opportunities employer and we are committed to diversity amongst our staff

and barristers, including supporting flexible working. We encourage and welcome applications from women, people of minority ethnic origin, people with disabilities and LGBT+ candidates, as well as candidates from other groups which are underrepresented in the legal sector. We will make reasonable adjustments to enable disabled candidates to demonstrate their suitability for the position.

